



CITY OF SAINT PAUL SECTION 3 BUSINESS CONCERN APPLICATION

Application Instructions: Complete Parts 1 - 3 and attach copies of the appropriate documentation.

Note that by submitting this application, you are authorizing the City of Saint Paul to share information about your company to facilitate Section 3 training and contracting opportunities. The City reserves the right to request additional information at any time to process applications or verify Section 3 status.

Part 1. Basic Business Information

NAME OF BUSINESS: _____

ADDRESS OF BUSINESS: _____

CONTACT PERSON: _____ TITLE: _____

TELEPHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

Type of Business Entity (Check that which describes your business):

☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Joint Venture ☐ LLC

Provide Copies of the Following Documentation (Check off as you attach documents):

☐ Business/Prof. Licenses ☐ Legal Documents for Business
(Ex. Articles of Incorporation) ☐ List of Owners (and % ownership) ☐ List of All Employees (indicate if FT or PT)

SERVICES PROVIDED:

DESCRIPTION OF SERVICES (Ex. plumbing, carpentry): _____

NAICS Code(s): _____

For NAICS code assistance, please consult the census website: <http://www.census.gov/eos/www/naics>

Part 2: Evidence Of Ability To Perform

Federal I.D. Number: _____ State I.D. Number: _____

Bonding/Insurance Company _____ Bonding/Insurance Limit \$ _____

Part 3. Evidence Of Eligibility

The business/bidder certifies that it is a Section 3 Business Concern based on one or more of the following: Please check appropriate line.

- _____ The business is 51% or more owned by Section 3 Residents.
- All owners claiming preference must complete the Section 3 Resident Application, **AND** provide
 - Copy of a Public Housing Lease, **OR**
 - Evidence of participation in a public assistance program, **OR**
 - Most recent IRS Tax Statement (Individual and Corporate or if a Sole Proprietor, Submit 1040 with Schedule C), **AND**
 - W-2s and current paystubs for all household members
- _____ At least 30% of full-time, permanent employees of the business are currently Section 3 Residents or were Section 3 Residents within 3 years from beginning their employment with the business.
- Each full-time employee claiming preference must complete the Section 3 Resident Application, **AND** provide:
 - Copy of Public Housing Lease, **OR**
 - Evidence of participation in a public assistance program, **OR**
 - Most recent IRS Tax Return with all schedules attached, **AND**
 - W-2 and current paystubs for all household members
- _____ The business commits to subcontracting over 25% of the dollar award of all subcontracts to Section 3 Business Concerns who meet one of the above qualifications. **Failure to meet this goal will result in decertification and may result in the loss of future Section 3 contracting opportunities.**
- An authorized company representative must provide a signed, one-page letter on company letterhead stating:
 - The company's commitment to exceed the 25% subcontracting goal, **AND**
 - A brief plan indicating with which Section 3 firms the company currently has relationships and what strategies will be used to exceed the 25% subcontracting goal.

I certify that my answers and submittals are true and accurate to the best of my knowledge. I understand that providing false or misleading information may result in penalties, including but not limited to, decertification as a Section 3 business concern.

Signature of Authorized Representative: _____ Date: _____

Please return the Section 3 Business Certification Application and all attachments to:

**Department of Human Rights & Equal Economic Opportunity
c/o Section 3
280 City Hall
15 West Kellogg Boulevard
Saint Paul, MN 55102**

Please call 651-266-8900 with any questions.